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 FM COGARD RECRUITING COMMAND ARLINGTON VA
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SUBJ: FY12 Coast Guard Recruiting Command (CGRC) Guidance and Officer Selection Panel Schedule

- A. Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
 - B. Coast Guard Personnel Manual, COMDTINST M1000.6 (series)
 - C. Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
 - D. Coast Guard Medical Manual, COMDTINST M6000.1 (series)
 - E. Homeland Security Presidential Directive 12 (HSPD-12)
 - F. Standardizing Age Requirements for Non-Academy Officer Commissioning Programs Decision Memo dated 18 August 2008
1. FY12 selection panel dates and application deadlines for the following CGRC officer accession programs are addressed in paragraph 3: College Student Pre-commissioning Initiative (CSPI), Pre-commissioning Program for Enlisted Personnel (PPEP), Officer Candidate School Reserve (OCS-R) and temp (OCS-T), Aviation Candidate (AVCAD), Direct Commission Aviator (DCA), Direct Commission Engineer (DCE), Direct Commission Intelligence Officer (DCIO), Direct Commission Lawyer (DCL), Direct Commission Maritime Graduate (MARGRAD), California Maritime Academy Pre-commissioning Pilot Program (CMAPPP), Direct Commission Physician Assistant (PA), Direct Commission Selected School (DCSS) program, Selected Reserve Direct Commission (SRDC) program, and the Wilks Flight Initiative (WIFI). The most accurate and up to date information on all officer programs, officer selection panel schedules, and points of contact can be found online at <http://www.gocoastguard.com>. General program descriptions and requirements can be found in references A and B.
 2. Deadlines are defined as follows: Coast Guard members shall have applications completed and submitted to the educational services officer (ESO) by the ESO deadline. Civilians shall not submit applications to ESOs. Civilians and ESOs shall have applications fully completed and submitted to the local recruiting office no later than the RO deadline. These dates are final and recruiters should not feel obligated to make exceptions. Recruiters shall have applications fully completed and submitted to the panels and reports (PARTS) team at CGRC via Federal Express no later than the CGRC deadline.

3. Deadline dates:

CGRC PANELS	ESO DEADLINE	RO DEADLINE	CGRC DEADLINE	PANEL START DATE
01-12 (DCO)	12SEP11	03 OCT11	31 OCT11	05 DEC11
02-12 (SRDC/PA)	03OCT11	31 OCT11	22 NOV11	30 JAN12
03-12 (OCS-T)	03OCT11	07 NOV11	05 DEC11	13 FEB12
04-12 (CSPI/PPEP)	12DEC11	17 JAN12	21 FEB12	19 MAR12
05-12 (DCO/PA)	12DEC11	17 JAN12	21 FEB12	26 MAR12
06-12 (OCS-R)	05DEC11	09 JAN12	21 FEB12	30 APR12

4. The DCO and OCS officer selection panels schedule will consider the following programs for each specific panel, as long as FY12 vacancies exist:
 - A. 01-12 (DCO): DCA, WIFI, DCL, MARGRAD, AND CMAPPP
 - B. 03-12 (OCS-T): AVCAD
 - C. 05-12 (DCO/PA): DCE, DCIO, DCL, DCSS, MARGRAD AND DCPA
 - D. 06-12 (OCS-R): AVCAD. Civilians, SELRES, and active duty members below the rank of E-5 with less than four

years of active duty are eligible to apply for the OCS-R panel.

5. Application process: Recruiting offices will review all officer application packages for completeness and enter data into the recruiting analysis and tracking system prior to forwarding to CGRC. ROs will scan and email applicant physicals to the CGRC-officerpackages-medical@uscg.mil distribution group prior to forwarding applications to CGRC.

To ensure proper receipt and accountability, all officer applications shall be forwarded to CGRC by Federal Express and must be marked "Attn: Panels and Reports Team". Please be advised when sending packages close to the deadline that there is a two-week mail delay due to mail screening by the Department of Homeland Security. Comprehensive officer accession checklists for each program have been posted for applicant, ESO and RO use on <http://www.gocoastguard.com>. These checklists cover required application, security clearance, and accession documents for CGRC officer programs and are mandatory for all officer applications.

6. Applicant responsibility: The officer application process can be complex and time consuming. Applicants should allow at least five weeks to prepare application packages, schedule officer interview boards, schedule physicals, acquire command endorsements (as appropriate), and ensure officer application checklist documents are completed prior to submission deadlines. Applicants have final responsibility for ensuring that all materials are gathered and submitted and all eligibility issues are resolved by the deadlines. Exceptions to posted deadlines will be considered only for underway or deployed personnel who demonstrate they made the best effort possible to meet the deadlines consistent with their duty.

7. All applicants must:

- A. ensure they maintain current contact information with their local RO or ESO as appropriate.
- B. be U.S. citizens.
- C. meet weight/physical fitness standards outlined in ref C.
- D. meet Coast Guard pre-commissioning physical standards outlined in ref D.
- E. meet character standards outlined in article 4.B.1.a of ref A.
- F. receive a favorable recommendation from an officer interview board.
- G. complete a National Police Record Check (form DD-369).
- H. complete a credit check (DHS form 11000-9).
- I. meet requirements for security clearance (min secret) eligibility.
- J. complete a qualification to possess firearms or ammunition (DD-2760).
- K. If presently in the Coast Guard or Coast Guard Reserve, a commanding officers endorsement is required. The endorsement must be from a commissioned officer. By signing the command endorsement, commanding officers acknowledge that they understand that selected applicants could be commissioned on or before 30SEP12. Specific guidance on the command endorsement is contained in para 4.B.1.b. of ref A.

8. Specific program requirements:

- A. Applicants applying for OCS-R, WIFI, CSPI, PPEP, CMAPPP, SRDC, or the DCE program must have a cumulative 2.5 GPA on a 4.0 scale.
- B. MARGRAD and MARGRAD KP applicants must have a cumulative 2.2 GPA on a 4.0 scale.
- C. required minimum standardized test scores for OCS, WIFI, AVCAD, PPEP, CSPI and SRDC programs can be found on the [gocoastguard.com](http://www.gocoastguard.com) website.

9. Process for initiating the security clearance for all selected applicants:

- A. All selected applicants who are currently in the Coast Guard (active or Reserve) who provide proof of a Coast Guard security clearance of secret or higher are exempt from submitting electronic questionnaires for investigations processing (EQIP SF-86).

- B. Recruiters shall consult with the Coast Guard security center to confirm clearance status of applicants reporting a security clearance of secret or higher from another federal agency.
 - C. IAW ref E, recruiters shall initiate a national agency check with local record and credit check (NACLC) via the Coast Guard Security Center upon receipt of the selection message for all civilian selectees who require a security clearance.
 - D. Command security officers shall initiate a NACLC check via the Coast Guard security center for all active duty Coast Guard selectees that require a security clearance.
10. DCO accession process: once a DCO selectee has signed a letter of intent acknowledging acceptance of a Reserve commission, ROs shall perform the following actions:
- A. Contact CGRC accessions branch and confirm the date of the oath of office and the date of DCO course attendance.
 - B. Coordinate the administration of the oath of office and EAD contract for the applicant. The oath of office is to be administered by a CG officer or notary public. Oath of office and EAD contract forms and instructions are provided to the applicant by psc-opm-1.
 - C. Coordinate the completion of the approved DD-368 form (request for conditional release) for all DCO applicants who are currently serving in a Reserve component of any U.S. armed force other than the CG. The DD-368 shall be completed in conjunction with the administration of the oath of office. The recruiter is responsible for ensuring the applicant forwards the completed DD-368 to their prior military service the day the oath of office is administered.
 - D. Coordinate the completion of the PCS departing worksheet PPC 2000 (rev 5-10) for the applicant. The PPC 2000 (rev 5-10) shall be completed in conjunction with the administration of the oath of office. Accession and PCS forms and instructions are provided to the applicant by CGRC.
 - E. Fax the completed oath of office, EAD contract, and PCS 2000 (rev 5-10) the same day that they are completed along with any DD214 (a DD form 214 is a report of separation required for those with prior military service) to the central accession point (CAP) at the Coast Guard academy at fax 860-444-8591.
 - F. Coordinate the newly commissioned officer's receipt of household goods move memo orders from CAP and their check-in with their local transportation office to ensure a successful PCS move.
11. Officer interviews: Officer selection panels have often reported that the interview package is one of the most important items in an application package. Officer interviews can provide the most useful information but are typically of the most uneven quality. Commanding officers and officers participating in interview boards are encouraged to fully staff and conduct high quality interview boards

Officer interviews are often the only significant personal contact with an applicant reported by Coast Guard officers and are vital to the selection process. For the FY12 panel schedule, only the latest version of the officer programs applicant interview form (CG-5527, rev. 06-04) is authorized. The 06-04 version is available at <http://www.uscg.mil/forms/cg.asp>. Other sites such as USCG Adobe forms may contain obsolete versions (03-04, 04-03, 04-00, and 10-89). *OBSOLETE VERSIONS OF FORMS WILL NOT BE ACCEPTED.*

Interview boards shall be composed of three commissioned officers. Coast Guard recruiting command may authorize two-member boards for geographically remote units if there is an absolute lack of three available commissioned Coast Guard officers. Interview board members must be of a rank equal or greater than the highest rank for which the applicant qualifies. The senior board member must be an active duty lieutenant commander or higher. It is crucial for ROs/ESOs to ensure the correct interview board makeup. Article 4.C.2 of ref A and articles 1.B.8 and 1.B.9 of ref B provide additional detailed interview board guidance.

For Coast Guard and Coast Guard Reserve applicants: Interviews must provide an unbiased appraisal of the applicant's potential for commissioning. Officers with personal or professional knowledge of the applicant shall not be members of the applicant's interview board and officers in the applicant's chain of command may not serve as interview board members. If necessary, ESOs may request interviews be conducted at another command to ensure impartiality. Applicants should be aware that delays can occur in the interview process and plan accordingly.

12. DCA interviews: recruiters must provide air stations with forms for DCA interviews.

13. Waivers:

- A. Constructive age: no longer applicable to any OCS/officer programs.
- B. No time in service waivers will be considered for any of the FY12 officer programs.
- C. Upper age waivers will be considered on a case-by-case basis for SRDC applicants with prior military service who exceed the maximum age limit.
- D. Medical waivers will be considered on a case-by-case basis.

14. Program specifics:

A. CSPI/ PPEP:

- 1. IAW ref A, PPEP applicants must be attending or plan to attend on campus classes once selected into the program.
- 2. IAW ref A, CSPI applicants must be at least a sophomore undergraduate student enrolled or accepted for enrollment in a bachelor degree program at an accredited college or university as designated on the gocoastguard.com website. All other universities/colleges not listed currently do not meet CSPI policy criteria.

B. For all DCO programs, except SRDC:

- 1. IAW ref A, applicants must have less than ten years of non-Coast Guard active duty military service.

C. SRDC:

- 1. In accordance with ref B, applicants with 14 or more years of previous service creditable for retirement in another armed force or its Reserve component are not eligible to apply. All SRDC applicants must have prior military service experience and meet the current and/or prior service military eligibility criteria.

D. DCE:

- 1. All applicants that apply must have a degree in C4IT fields. The degree specialty can be located on the gocoastguard.com website. If a degree is in question, please send the applicants transcripts to the DCE program coordinator LTJG Bryan Plocker via email: bryan.f.plocker@uscg.mil.

E. DCL:

- 1. The DCL program will accept applications from graduates of non-ABA accredited schools who are admitted to practice before the bar of the highest court of any state jurisdiction and can demonstrate experience practicing law in one or more areas of the law with specific applicability to the Coast Guard.
- 2. Applicants may apply without having taken the bar exam, but must complete an affidavit available on www.gocoastguard.com stating intent to take a bar exam after law school graduation. Selectees who fail to pass the bar exam within 2 years of accepting a commission are subject to reassignment or discharge.
- 3. IAW ref A, DCL selectees are offered appointments as lieutenants in the United States Coast Guard. Therefore all interview board members must be at least the rank of O-3.
- 4. Applicants may start an application upon completion of their second year of law school.

14. Training dates for DCO and SRDC selectees will be posted to the gocoastguard.com website at a later date. OCS selectees can expect to attend Officer Candidate School in AUG 2012 or JAN 2013.

15. Program coordinators:

- A. DCA, DCE, WIFI, and AVCAD: LTJG Bryan Plocker, 703-235-1742, email: bryan.f.plocker@uscg.mil.
- B. DCL, PA, and SRDC: LTJG Anne Mulhern, 703-235-1872, email: anne.e.mulhern@uscg.mil.
- C. DCSS, MARGRAD, and MARGRAD-KP, LTJG Melanie Collier, 703-235-1768, email: melanie.l.collier@uscg.mil.
- D. CMAPPP, CSPI and PPEP: LT Nestor Lazu-Rivas, 703-235-1736, email: nestor.l.lazu-rivas@uscg.mil.
- E. OCS and DCIO, LT Robert Concepcion, 703-235-1732, email: roberto.c.concepcion@uscg.mil.

16. CDR M.S. Staier, Acting, sends.

17. Internet release authorized.

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